

SAMPLE LETTER

DATE

Pat Jones
XXXXX Pine Street
Anywhere, IA XXXXX-XXXX

Pat:

This letter is to inform you that as of (date) you have been absent from work without authorization for a period of three consecutive workdays.

According to Iowa Department of Administrative Services – Human Resources Enterprise rules, employees who are absent from duty for three consecutive workdays without authorization from the appointing authority are considered to have voluntarily terminated their employment.

If you fail to report to work within two workdays following your receipt of this notification, you will be considered to have voluntarily resigned from employment, and you will be removed from the payroll. If you feel there are extenuating circumstances that need to be considered, contact (Department Director) or me immediately.

Supervisor